



## DEPARTMENT OF COMMUNITY DEVELOPMENT PUBLIC BULLETIN

### Do-It-Yourself Building and Repair

Anyone who owns property may work on their own property or even build their own buildings. Tenants may perform any repair work except work requiring a building permit.

**Can I build my own home?** Yes, you may do so if you submit an application, proof of ownership of the property and an affidavit stating your intention to live in the home. You may not build a home more frequently than once every two calendar years. You must submit plans in the manner required by the construction codes and the policies of the Department of Community Development (DoCD).

**Can I do building or repair work myself or do I have to hire a licensed contractor?** You may perform the following work on your own personal property (ONLY property that belongs to you personally – NOT on someone else's property):

**MECHANICAL** – any and all work that you are capable of performing without causing a nuisance or any kind of hazard. If you are considering replacing your own HVAC system you must be able to perform or have performed the “manual J” and possibly a “manual S” calculation. Permits are required.

**ELECTRICAL** – any and all work that you are capable of performing without causing a nuisance or any kind of hazard. If you are adding on to your existing system you must be able to perform or have performed a “load calculation” as defined by the NEC. Permits are required.

**PLUMBING** – any and all work that you are capable of performing without causing a nuisance or any kind of hazard except for final tie-ins of water supply to the mains and final sewer connections. If you are adding on to your existing system you must be able to perform or have performed all required plumbing tests as described in the IPC. Permits are required.

**BUILDING** – any and all work that you are capable of performing without causing a nuisance or any kind of hazard. Permits and plans may be required. Note: You may be asked to provide evidence that you have the capability to perform some or all of the proposed installations when such installations are normally performed by trained and/or skilled tradespeople and faulty installation might result in a substandard building or any kind of hazardous situation.

**Can I use alternative materials?** Yes, you may use any alternative materials provided these are specifically shown on your approved plan. If you wish to use alternative materials different from those indicated on your plans you must apply for a change .



**What if it's an emergency – can I get started and apply for a permit later?** Yes. Where equipment replacements and repairs must be made in an emergency situation, the permit application must be submitted within the next working business day at the Department of Community Development. Note: Failure to apply for the permit on the next business day is considered “Building With Out Permit” and may result in additional fees. Remember – an emergency is not permission for someone other than the building owner or a licensed contractor to perform the work. Tenants or a building owner’s handymen are authorized to perform work requiring a permit only when they are licensed in their trade by the Oklahoma C.I.B.

**Who should call for inspections?** That depends on who is performing the work.

- a. Contractors who are working on a project (the Contractor of Record – listed on your permit application) call for their own inspections. Contractors performing work on a job are the only persons who can call for that trade’s inspections.
- b. A homeowner can call for inspections only on work they themselves have legally performed.

**When do I call for an inspection?** You must call at least one working day before the inspection. You may request inspections outside of normal hours; if the inspector is available the inspection will be performed at no extra cost.

**How do I call for an inspection?** Go to the GOVmotus website, open to your permit information and put in the time you want. We will respond on the website and by email, if you have registered your email address, to confirm or to offer a different time.

**What inspections do I call for?** Typical inspections are listed in the bulletin “Your Building Inspection.”

**What do I need to provide at the time of inspection?**

- a. Your address must be visible from the street. It may be temporary at first and must be sufficiently conspicuous that the inspector does not have to search to find it. At final inspection the address must be permanent, and meet the requirements of the governing Building Code (I-Codes).
- b. Access to the inspection you called for. This may require you to provide ladders, move materials, provide light, make an area safe, or take any other reasonable action that will give the inspector the opportunity to do his job safely and without undue delay.
- c. The approved set of plans. If plans were required, the stamped set must be readily available. Note: If the APPROVED set of plans is not on site at the time of the inspection the inspector, at his discretion, may write a Correction Notice and leave the site. “Working” plans (plans that are not stamped by the plan reviewer for construction) are not acceptable in lieu of the approved plans.
- d. Manufacturer’s installation instructions. Instructions for all permanently installed appliances and equipment must be readily available on site at the time of the inspections.